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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 23 October 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 16 - 22 October 1956

1. Numbers in Clerical Induction Training. During the week of 16 October there were 105 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 24 people for the week of 16 October.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 9 October were as follows:

	Tested	Qualified
Shorthand	8	1
Typewriting	14	7

4. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 16 October were as follows:

	Tested	Qualified
Shorthand	15	6
Typewriting	24	17

5. Secretary Enrolled in Course. Miss  , Secretary in Clerical Training, has been enrolled in the Intermediate Shorthand Dictation Course which meets an hour a day for four weeks. 25X1

6. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 9 October were not listed in the report of 15 October 1956. The results were as follows:

	Tested	Qualified
Shorthand	6	0
Typewriting	5	1

 25X1

OTR/CT:MAH:jdm (23 October 1956)

25 YEAR RE-REVIEW

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